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SDJ JN: SIA SAA

HGB BF MDA TAW LKP

September 1967

MEMORANDUM FOR: Deputy Director for Plans  
Deputy Director for Intelligence  
Deputy Director for Support  
Deputy Director for Science and Technology  
Deputy to the DCI for National Intelligence  
Programs Evaluation  
Director of National Estimates  
General Counsel  
Inspector General  
Legislative Counsel  
~~Special Assistant for Vietnamese Affairs~~

SUBJECT : Requests for the Director to Meet with  
Visitors

1. The following guidelines are set forth to improve procedures for alerting the Director to upcoming events and visits in which his participation is recommended and to ensure a more orderly schedule.

a. All requests for the Director to meet with distinguished visitors (i.e., Congressmen, U. S. Government officials, officials of foreign intelligence organizations, Agency consultants or panels, etc.) should, when time permits, be submitted in writing with an information copy for the Deputy Director.

b. If possible, requests should be submitted at least two weeks (but generally no more than four weeks) in advance of the date of the proposed meeting.

c. Written requests should be as brief as possible, with pertinent background material attached as appropriate. As a minimum, they should contain the date and time of the proposed meeting, its purpose, and the reason for and extent of the Director's suggested participation.

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2. The Director's office will advise the originator of any such request whether and to what extent the Director will participate, as well as any wishes he may have regarding the handling of the proposed meeting.



L. K. White  
Executive Director-Comptroller

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